

IDAHO BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
Bureau of Occupational Licenses
700 West State Street, P.O. Box 83720
Boise, ID 83720-0063

Board Meeting Minutes of 7/20/2018

BOARD MEMBERS PRESENT: Joshua R Thompson - Chair
John H Williams
Cathy Hart
Mary E Leonard
Zendi F Meharry

BUREAU STAFF: Tana Cory, Bureau Chief
Julie Eavenson, Administrative Support Manager
Lori Peel, Investigative Unit Manager
Roger Hales, Legal Counsel
Maurie Ellsworth, General Counsel
Lizzie Kukla, Technical Records Specialist I

OTHERS PRESENT: George Thomas, Stevens-Henager College,
Executive Director
Rebecca Winter, Stevens-Henager College, CNA
Program Coordinator
Michael Robertson, Stevens-Henager College,
Associate Dean, Medical Sciences
Kris Ellis, IHCA

The meeting was called to order at 9:02 AM MDT by Joshua R Thompson.

APPROVAL OF MINUTES

Ms. Meharry made a motion to approve the minutes of 6/1/2018. It was seconded by Ms. Leonard. Motion carried.

LEGISLATIVE REPORT

Ms. Cory gave the legislative report. The deadline to submit legislative ideas to the Governor's Office was July 13, 2018 and the deadline to submit proposed law and rule changes to the Governor's Office is August 17, 2018 for the 2019 Legislative Session.

INTERIM COMMITTEE: OCCUPATIONAL LICENSING & CERTIFICATION LAWS COMMITTEE

Ms. Cory said that the Executive Order report was submitted to the Governor and Lt. Governor prior to July 1 and it has been linked on the Board's main webpage.

Ms. Cory updated the Board on the legislative interim committee on occupational licensing and certification laws. The Occupational Licensing & Certification Laws Committee met on June 22. Ms. Cory was invited to present on the process and executive order reports for the Boards served by the Bureau. It also heard from Greg Wilson, chief of staff to Lieutenant Governor Little; Albert Downs, policy specialist for the National Conference of State Legislatures; and Patrick Grace, regional manager for the Division of Building Safety.

In her presentation before the Committee, Ms. Cory noted that 29 of the 30 Boards served by the Bureau had submitted their reports. As of today, all reports were submitted before the July 1 deadline and each Board's report has been posted to its website.

Comments by the Committee included that its efforts appeared to be on a parallel track with those of the executive order, and committee members outlined a framework where each of them would take a few reports to review with members of the Boards who wrote them. The co-chairs encouraged legislators on the committee to volunteer to review reports where they felt like they had a connection to the occupation or had constituents who serve on the Board.

The Committee set its next meeting for Tuesday, August 7.

OLD BUSINESS

PROPOSED LAW AND RULES

Mr. Hales presented proposed law changes to the Board. Ms. Meharry moved to approve the law changes to lower the age at which a Nursing Home Administrator may begin working to 18 years of age; and to change the maximum amount of time a Nursing Home Administrator in Training may take to fulfill the program requirements to two years unless the trainee gets special approval of the Board to extend the training. Ms. Hart seconded the motion. Motion carried.

FINANCIAL REPORT

Ms. Eavenson gave the financial report, which indicated that the Board had a cash balance of \$33,909.54 as of 6/30/2018.

Ms. Eavenson also presented the Board's contract for 2019.

Mr. Williams made a motion to approve the new contract for 2019. Ms. Hart seconded the motion. Motion carried.

INVESTIGATIVE REPORT

Ms. Peel gave the investigative report, which is linked above.

FOR BOARD DETERMINATION

Ms. Leonard made a motion to approve the Bureau's recommendation and authorize closure in cases I-NHA-2017-8, I-NHA-2017-9, and I-NHA-2018-1. It was seconded by Mr. Williams. Motion carried.

OPEN MEETING LAW

Mr. Ellsworth reviewed HB611 that made changes to the open meeting law regarding meeting notices and agendas. Changes effective July 1, 2018 included: notices and agendas must be posted online if the agency has an online presence; identification of all "action items" must be noted on the agenda; and final action may not be taken on an agenda item added after the start of the meeting unless an emergency is declared.

PROPOSED RULE CHANGES

Mr. Hales presented draft law and rule changes. The Board discussed changes to Rule 400, including that the trainee shall submit any changes to the AIT program for Board approval. Members also discussed eliminating a reference to a 50-mile radius. Ms. Meharry moved to accept the rule changes as submitted, allowing the Bureau to submit the rules and make any non-substantive technical changes as needed. Ms. Leonard seconded the motion. Motion carried.

Mr. Williams moved to send a postcard to all licensees to notify them of the draft rule changes. Ms. Hart seconded the motion. Motion carried.

NEW BUSINESS

STEVENS-HENAGER PRESENTATION

Mr. Thomas asked for a review of healthcare administrative courses that would possibly qualify for the Nursing Home Administrator or Residential Care Administrator Boards educational requirements. The Board asked Mr. Thomas to return to the next Board meeting with a copy of syllabi for healthcare classes for the Nursing Home Administrator Program and for review by the Board.

NEXT MEETING was scheduled for Tuesday, August 14, 2018.

OLD BUSINESS

The Board reviewed the To Do List and no action was taken.

ELECTIONS

Ms. Meharry moved to elect Mr. Thompson to continue as Chairman of the Board for 2019. Ms. Hart seconded the motion. Motion carried. Ms. Leonard moved to elect Mr. Williams as Vice Chairman for 2019. Ms. Hart seconded the motion. Motion carried.

APPLICATION PROCESS REVIEW

Ms. Meharry made a motion to allow the Board Chair, or the Vice-Chair in the absence of the Board Chair, to review complete applications between meetings for designee status or temporary permits. Ms. Leonard seconded the motion. The motion carried.

Ms. Meharry clarified that the directive to the Technical Records Specialist, when in receipt of an endorsement application with a request for review between meetings, was to instruct the applicant to apply for temporary status and submit the \$100 fee.

EXECUTIVE SESSION

Ms. Meharry made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the executive session was to consider license application materials. It was seconded by Ms. Leonard. The vote was: Mr. Thompson, aye; Mr. Williams, aye; Ms. Hart, aye; Ms. Leonard, aye; and Ms. Meharry, aye. Motion carried.

Ms. Hart made a motion to come out of executive session. It was seconded by Mr. Williams. The vote was: Mr. Thompson, aye; Ms. Meharry, aye; Ms. Leonard, aye; Ms. Hart, aye; and Mr. Williams, aye. Motion carried.

QUARTERLY REPORTS

Ms. Meharry moved to approve the Quarterly Report for Linda Gallegos. Ms. Leonard seconded the motion. Motion carried.

CONTINUING EDUCATION

Ms. Meharry moved to approve the Continuing Education for reinstatement submitted by applicant NHA-901047488. Ms. Hart seconded the motion. Motion carried.

APPLICATIONS

Ms. Meharry moved to approve application by endorsement for NHA- 901159647. Ms. Hart seconded the motion. Motion carried.

Ms Meharry moved to approve applications for NHAIT- 901160085, NHAIT - 901160397, NHAIT- 901160530, and NHAIT- 901160623. Ms. Leonard seconded the motion. Motion carried.

Mr. Williams moved to correspond with Mr. Monteath. Ms. Leonard seconded the motion. Motion carried.

Ms. Meharry moved to approve application for NHAA- 901160533 pending receipt of information and review by the Chair. Ms. Hart seconded the motion. Motion carried.

Ms. Meharry moved to table application for NHAIT- 901160615 pending receipt of information and review by the Chair. Mr. Williams seconded the motion. Motion carried.

Ms. Meharry moved to table application for NHAA- 901153554, pending receipt of information and review by the Chair. Ms. Hart seconded the motion. Motion carried.

ADJOURNMENT

Ms. Hart made a motion to adjourn the meeting at 12:30 PM MDT. It was seconded by Mr. Williams. Motion carried.

Joshua R Thompson, Chair

John H Williams

Cathy Hart

Mary E Leonard

Zendi F Meharry

Tana Cory, Bureau Chief